

# CIA Procedural Manual (Unused) (1951)

SECRET

1 of 1

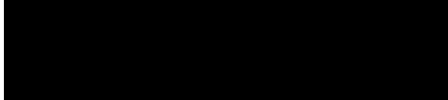
7 June 1951

MEMORANDUM FOR: ADVISOR FOR MANAGEMENT

SUBJECT : CIA Procedural Manual

Reference : Your Memo. of 21 May 1951 on above subject.

OCD material for the Manual is forwarded herewith  
as requested.

 25X1A

Administrative Officer, OCD

JUN 8 1951  
(60)

7 June 1951

OFFICE OF COLLECTION AND DISSEMINATION

The facilities and services available from OCD are described in the booklet GUIDE TO OCD. Copies of this Guide may be obtained from Operations Staff, OCD, Room 1005 "M" Bldg., Ext. 443.

Formal requests for OCD services should be submitted in accordance with any control procedures that may be established by the Office of the requester.

The following CIA Forms are used in requesting various OCD services:

No. 60-72 "Request for Intelligence Information", for requests to any OCD Division.

No. 60-1 "Request for Intelligence Material", for collection requests directed to the Liaison Division.

No. 60-70 "Request for Library Loan Service", for documents or books from the Library.

The Library Order Form for book and periodical purchase requests.

Direct and informal contact by requesters is welcomed by the OCD staff to assist in giving prompt service and pertinent answers.

ORGANIZATION OF OCD

<u>Divisions</u>	<u>Tel. Ext.</u>	<u>Room &amp; Bldg.</u>
Biographic Register	2124	1001 M
Industrial Register	2395-6	1009 Q
Graphics Register	2657, 3121	24 14
Liaison Division	776-7	1214 M
CIA Library	2045-6	1040 M
Machine Division	2711-2	1315 M
Administrative Staff	2628-9	1011 M
Operations Staff	443-4	1005 M
Office of the Assistant Director	2243-4	1029 M

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Advisor for Management  
FROM : Administrative Officer, SI  
SUBJECT: CIA Procedural Manual

DATE: 4 June 1951

REFERENCE: Your memo of 21 May 51 to Administrative Officer, SI, subject  
as above

1. With respect to reference memorandum a survey was made of our office procedures. We have no material at this time for publication in the procedural manual that would be of interest on an Agency-wide basis.

  
25X1A

RESTRICTED

JUN 5 1951

21 May 1951

MEMORANDUM FOR:

SUBJECT: CIA Procedural Manual

25X1A

1. We plan to start publication of the procedural regulations in the [REDACTED] CIA Regulations Manual about 1 July.
2. It is requested that you forward to this office by 11 June any material for this section that you feel would be appropriate for publication on an Agency-wide basis.
3. If you need further information as to concept, scope, format or method of presentation please contact our office and we will render whatever assistance desired.

25X1A

[REDACTED]  
Advisor for Management

cc: Adm. Officer, ONE  
Adm. Officer, ORR ✓  
Adm. Officer, OSI  
Adm. Officer, OIC  
Adm. Officer, OCI ✓  
Adm. Officer, OCD ✓  
Adm. Officer, OO  
Adm. Officer, OSO ✓  
Adm. Officer, OPC  
Ch. Adm. Services  
Comptroller  
General Counsel  
Personnel Director  
Chief, Procurement  
Chief, Medical  
AD(I&S)  
Director of Training

Chrono ✓  
Subject File  
21 May 1951  
HDM/rc

RECEIVED

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : [REDACTED]

DATE: August 10, 1951

FROM :

25X1A

SUBJECT: [REDACTED]

25X1A

The undersigned herein concurs with the proposed Safety section of the above subject CIA Regulation.

25X1A

[REDACTED]

CIA SAFETY OFFICER

*Hand*  
**Office Memorandum • UNITED STATES GOVERNMENT**

STATSPEC

TO : Chief, P&C Staff, O/O  
FROM : Chief, [REDACTED]  
SUBJECT: CIA Procedural Manual

DATE: 7 June 1951  
*Hand*  
*52*

STATSPEC

[REDACTED] would like to have included in the CIA Procedural Manual:

1. Requests: for information not readily available; for services and operations not usually performed; the fulfillment of which will require additional funds, personnel, relinquishment of existing commitments or departure from established policy; shall be made at the Office Head level. Initial informal discussion to determine the ramifications of a request and whether it falls into one of the above categories may be held at any appropriate level. If as a result of this informal discussion it is determined that the request can be fulfilled: without special collection, services or operations; without additional funds or personnel; without contravention of policy or relinquishment of commitments; action may be taken without reference to the Office Heads.
  2. Written requests will give the name and address or telephone extension of the individual who may be contacted for further definition of the request if such person is other than the signer.
- Hand*  
*508*

[REDACTED]  
25X1A

DESTROYED

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Planning and Coordinating Staff

FROM : Chief, Administrative Staff, Contact Division

SUBJECT: CIA Procedural Manual

Ref : Memorandum from Advisor for Management to  
Administrative Officer, O/O, dated 21 May 51

DATE: 8 June 1951

The following recommendations are made with regard to  
the reference memorandum:

STATINTL

1. [REDACTED]  
Further clarification is needed with regard  
to the procedures covering the action to be  
taken, if any, by the operating offices after  
approval of a proposed project has been given  
by an individual member of the PRC.

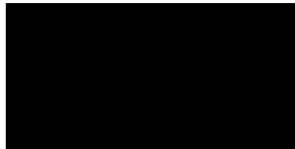
STATINTL

2. [REDACTED]  
Paragraph A(1) - Domestic Procurement  
(Under consideration by Procurement Division)

STATINTL

3. [REDACTED]  
Paragraph A(3) - Petty Cash - Clarification as  
to the types of expenditures authorized under  
petty cash procedures. (Under consideration  
by Procurement Division)

STATINTL



RESTRICTED



MEMORANDUM FOR THE RECORD

21 November 1951

25X1A

SUBJECT: [REDACTED]

the CIA Manual

25X1A

1. Yesterday, [REDACTED] agreed, inasmuch as the procedures developed to date duplicate to a large extent published regulations, that the procedural matter should not be published.

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2. [REDACTED] Chief Administrative Services, agreed today that the procedures as written should not be published. The sense of his thinking was that we should include in a set of revised regulations all information considered relevant and that this should be in ~~common~~ place in the Manual. It was, therefore, agreed that all of the procedures would be retained on file in this office for future use when we get around to this job.

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[REDACTED]

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Organization and Methods

DATE: 26 January 1952

FROM : Deputy Comptroller

SUBJECT: Requests for Approval of Overtime

25X1A

1. There is attached hereto for your approval a proposed form "Request for Approval of Overtime". There is also attached a proposed memorandum to all Administrative Officers which we intend to issue as soon as we have received approval of the form.

2. It is believed that you will want to include the contents of the proposed memorandum in the Procedure Manual, but we believe it advisable that the memorandum be issued in advance of the inclusion in procedure in order that the Administrative Officers may obtain, immediately, the benefits anticipated.

3. It will be appreciated if you will give the appropriate clearance with respect to this form as soon as practicable.

25X1A

Attachments



## REQUEST FOR APPROVAL OF OVERTIME

(PREPARE IN TRIPLICATE)

**NOTE:** Administrative Instruction No. 30-5 provides that Overtime Approval "Must be obtained prior to ordering compensatory time or overtime."

**TO:** ☐ BUDGET STAFF ☐ FINANCE DIVISION **DATE REQUESTED**

**FROM:** OFFICE AND DIVISION ROOM AND BUILDING ALLOTMENT SYMBOL

## AUTHORIZATION FOR OVERTIME WORK AS INDICATED IS REQUESTED:

DATE	NO. OF EMPLOYEES	CLASSIFICATION TITLE	GRADE	ESTIMATED NO. OF HOURS

**JUSTIFICATION:** Explain why work cannot be accomplished during regular 40-hour week, inadequate justification may result in delay of approval or disapproval of request. (Use back of form if necessary).

(SIGNATURE)

(TITLE)

## FOR USE OF APPROVING OFFICE

**ACTION TAKEN:** This form will be returned to the initiating office with appropriate action indicated.

(APPROVING OFFICIAL)

(DATE APPROVED)

**NOTE:** After authorized overtime has been performed the initiating office will complete the space below and forward to the Fiscal Division or the Finance Division, as applicable, with S.F. 1130, "Time and Attendance Report" covering the period that overtime is performed.

NAMES OF PERSONS PERFORMING ABOVE OVERTIME	ACTUAL NO. OF HOURS WORKED	NAMES OF PERSONS PERFORMING ABOVE OVERTIME	ACTUAL NO. OF HOURS WORKED

COPY

TO : All Administrative Officers

FROM : Comptroller

SUBJECT: Requests for Approval of Overtime

29 August 1951

32-3  
JAN 1952

25X1A

25X1A

1. Reference is made to Agency [REDACTED] Sections A, C, K and V(1)(c), and [REDACTED] concerning overtime and holiday work. The purpose of this circular is to issue revised instructions simplifying the present procedure for requesting approval for work in excess of 40 hours per week.

2. Advance approval for overtime must be secured from the Finance Office for all continental U. S. employees. Requests for both vouchered and unvouchered employees should hereafter be forwarded to the Budget Division, using separate forms for each. Approval is also required if compensatory time is to be granted in lieu of payment for overtime. Request for approval for holiday work must be submitted on a separate form with complete justification for such requirements.

3. In order to reduce to a minimum the workload required of requesting offices, the following changes in the existing procedure have been effected:

a. A single request may now be submitted to cover up to four pay periods in advance. In those instances where it is not possible to forecast normal overtime requirements four pay periods in advance, an estimate may be submitted for a lesser number of pay periods. It is necessary that the request clearly indicate requirements broken down by the pay period covered by the request.

b. Only the estimated number of employees and the estimated number of hours required for overtime work need be shown. Information concerning grade and title of employees is omitted except as a part of the justification as indicated below.

c. The listing on a copy of Form No. 32-3 of the names of persons actually performing overtime and hours worked will no longer be required. Such information will be secured by the payroll Branch from the "Time and Attendance Report."

4. The present Form 32-3 "Request for Approval of Overtime" will be revised in accordance with the simplified procedure. The old form should continue to be used until the present supply is exhausted, but its use should be modified to reflect only the information required under the new procedure.

5. It is recognized that the information under "Estimated Hours and Number of Employees" is an estimate, but it is urged that each office review overtime requirements carefully in order to develop as accurate a forecast as possible. Consideration should be given to anticipated variations in workload, personnel leave schedules, and other factors which may cause fluctuations from pay period to pay period. If it appears necessary to increase an estimate already approved by the Finance Office, a supplemental request should be submitted.

*COPY*

16. 6. Under the simplified procedure, it becomes even more important that requests indicate, concisely but adequately, the reasons why overtime is necessary to meet the requirements of the respective offices. Justifications should clearly state the purpose for which overtime is to be used, in general the type of personnel involved, and the reason why the work cannot be completed during normal working hours.

7. In addition to a copy to be retained by the Budget Division, a copy of Form 32-3 should be prepared for each pay period listed on the Form. This will permit returning to the requesting office sufficient approved copies in order that a copy may be forwarded to the appropriate Payroll Branch of the Finance or Fiscal Division, with each set of time and attendance reports for the applicable period.

 25X1A

LBW:hmc

SECRET  
Security Information

18 January 1952

MEMORANDUM FOR: All Holders of the CIA Manual

SUBJECT: Procedures for Inclusion in the CIA Manual.

1. The attached CIA Regulations constitute the initial issuances for inclusion in the procedural section, [REDACTED] of the CIA Manual.

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2. For the convenience of all Manual users, the procedures are numbered within the [REDACTED] to correspond to the Agency Regulations from which they derive.

25X1A

3. As additional procedures are developed and approved for publication they will be disseminated to holders of CIA Manuals.

[REDACTED]

25X1A

WALTER REID WOLF  
Deputy Director  
(Administration)

Attchs: 10 Regulations

SECRET  
Security Information